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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for Operations

FROM: John M. Ray
Director of Logistics

25X1 SUBJECT: SE Renovation Costs

25X1 1. As we in OL go chugging along spending substantial amounts of time, effort, and money on space, a number of our Agency colleagues do not have a solid understanding of what is involved in this activity. I think the relocation of the Soviet East European Division (SE) to the New Headquarters Building (NHB) is a prime example--there are many, many others.

25X1 2. We have been working with representatives from SE Division for the past seven months to formulate an office design which meets their requirements. We have finally reached a point where we can fix a price tag, solely in terms of contractor costs, on this effort. It now looks like the construction cost will be \$670,000 for the renovation of SE space in the NHB.

25X1 3. We will, of course, continue to work with SE personnel to ensure that this move into the NHB goes as smoothly as possible.

25X1 4. My only purpose in providing this information is to sensitize you to the cost we incur, throughout the Agency, in matters relating to space.

John M. Ray

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C O N F I D E N T I A L

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25X1 OL/FMI (5 Aug 88)

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